



Book	Policy Manual
Section	0000 Bylaws
Title	PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
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#### 0167.3 - **PUBLIC COMMENT AT BOARD MEETINGS**

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

##### **Agenda Item**

Any person or group who would like to have an item put on the agenda shall submit their request to the District Administrator no later than five (5) business days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the recommendation of the District Administrator and approval of the Board President.

##### **Public-Comment Section of the Meeting**

To permit fair and orderly public expression, the Board may provide a period for public comment at any regular meeting of the Board and publish rules to govern such comment in Board meetings.

The presiding officer of each Board meeting at which public comment is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business. Public comment may also be permitted before the Board takes official action on any issue of substance, at the discretion of the presiding officer.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, and group affiliation, if and when appropriate.
- D. Participants shall address only topics within the legitimate jurisdiction of the Board.
- E. If necessary due to time constraints, each statement made by a participant shall be limited to five (5) minutes duration.
- F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- G. Participants shall direct all comments to the Board and not to staff or other participants.
- H. The presiding officer may:

1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  2. request any individual to leave the meeting when that person does not observe reasonable decorum;
  3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- I. The portion of the meeting during which the comment of the public is invited shall be limited to sixty (60) minutes, unless extended by a vote of the Board.
- J. Signage, banners, or other material which impedes any person's view of the proceedings, including a Board member's view, shall be relocated so as not to obstruct views.
- K. The Board may authorize administration to arrange for the recording, filming, photographing, broadcasting, or live streaming of open sessions of Board meetings.
- L. Recording, filming, or photographing the Board's open meetings by Third Parties is permitted pursuant to 19.90, Wis. Stat. No such recording is permitted during closed session meetings. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
1. No obstructions are created between the Board and the audience.
  2. No interviews are conducted in the meeting room while the Board is in session.
  3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

Revised 1/21/13  
Revised 10/5/20  
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T.C. 10/25/23

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